

OFFICE AUTOMATION CLERK
GS-0326-04

SJ 400

INTRODUCTION

The incumbent serves as an Office Automation Clerk for an office of the Wildlife Services (WS) Program. This position may operate as a back-up to a State Office's Secretary or principal support position, or as the primary support position in a District Office.

MAJOR DUTIES

Operates word processing equipment and/or personal computer to prepare draft and final copies of program or administrative reports, scientific manuscripts, and statistical data. Terminology involves many scientific fields, including zoology, chemistry, biochemistry, electronics, ecology, forestry, biology, statistics, and physiology. Proofreads and makes editorial corrections for proper grammar, clarity, and spelling.

Assists in keeping records of expenditures and balance of funds using personal computer.

Makes travel arrangements, including obtaining tickets, and motel and flight reservations. Prepares and computes travel vouchers. May provide other support services for staff, such as obtaining supplies, initiating personnel requests, recording time and attendance, etc.

Serves as office receptionist. Greets visitors, answers visitors' questions, responds to telephone inquiries concerning familiar topics, refers questions on unfamiliar topics to appropriate staff. Composes replies to routine inquiries. Places telephone calls. Makes appropriate distribution of incoming and outgoing mail.

Segregates, classifies, and cross references a variety of file material, reports, and publication citations. Maintains report and reprint files, prepares coded data for computer input, and retrieves information from files. Searches for misfiled documents and/or material for which only general information is provided.

Assists in maintaining files of correspondence, reports, records, and manuscripts.

FACTORS

1. Knowledge Required by the Position

Skill in operating an electric typewriter, word processing equipment, personal computer, calculator, and duplicating equipment. A qualified typist is required.

Knowledge of grammar, spelling, and punctuation to correct obvious errors in material being typed. A general knowledge of scientific and technical terminology and format required by scientific journals is essential.

Knowledge of the overall objectives, responsibilities, and internal operations of the office to which assigned.

Knowledge of federal travel regulations and procedures, including preparation of travel vouchers.

Knowledge of administrative forms and procedures sufficient to procure basic services such as supplies and equipment, to initiate personnel actions, and the like.

Knowledge of bookkeeping procedures sufficient to maintain current record of expenditures and balances.

Knowledge of filing procedures in order to file and retrieve material concerning a wide range of subject matter.

2. Supervisory Controls

Works under the immediate supervision of a higher graded employee. Work assignments are generally received from the immediate supervisor and several staff members who provide general instructions and may define unusual problems. Performs most assignments with independence, following APHIS, WS, and USDA policies and guidelines. General instructions are provided with new assignments, and unusually complex or unique problems may be referred to supervisor or other staff members. Completed work is spot checked by the supervisor, but generally little review is done in progress; work is assumed to conform to requirements.

3. Guidelines

Guidelines include USDA and APHIS policy documents, manuals, agency instructions , and rules as established by the supervisor. The employee uses judgment in selecting sources and types of guidelines.

4. Complexity

Work assignments consist of several related tasks in the following categories: 1) typing of letters, memos, reports, manuscripts, and forms; 2) assisting technical personnel in maintaining lines of communication, assisting visitors; 3) filing and indexing routine information and reference material; 4) procuring basic administrative services for staff, such as travel, supplies, etc.

5. Scope and Effect

The purpose of the work is to provide clerical assistance to wildlife biologists in reporting their program accomplishments and assisting in general administrative duties.

6. Personal Contacts

Primary contacts are with agency administrative and program personnel and coworkers. Telephone contacts are with other government agencies, industry, cooperators, and the general public.

7. Purpose of Contacts

Contacts are for planning and implementing employee's work assignments and routine exchange of information.

8. Physical Demands

Position requires sitting, kneeling, bending, walking, and carrying light items. Operation of a government owned or leased motor vehicle is required. On limited occasions, travel will be required.

9. Work Environment

Duties are normally performed in an office setting.